



# Department of Human Resources & Civil Service

## Job Announcement

### Please Post Conspicuously

Maggie Brooks  
County Executive

Brayton McK. Connard, SPHR  
Director

**TITLE:** DATA MANAGER - Part Time (Provisional\* Appointment)

**SALARY:** \$17.16 - \$22.01 per hour

**LOCATION:** Monroe County Department of Public Health

#### **JOB SUMMARY:**

This is a supervisory position responsible for developing and implementing a computerized data base to track and update county-wide health data and records. Work involves creation of reports for internal and external use, developing and monitoring quality improvement process, training and supporting staff, and coordinating and managing electronic reporting systems. Some fieldwork in the community such as visiting physician's offices and clinics to explain the programs and solicit participation may be required. The employee reports directly to and works under the general supervision of a higher-level coordinator or supervisor. General supervision may be exercised over a subordinate staff. Does related work as required.

#### **MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of an equivalency diploma plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree plus one (1) year paid full-time or its part-time equivalent professional\*\* experience involving data base creation and management, computer systems analysis, or systems design; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree plus three (3) years of professional\*\* experience as defined in (A) above; OR,
- (C) Five (5) years of professional\*\* experience as defined in (A) above; OR,
- (D) Any equivalent combination of training and experience as defined by the limits of (A) and (B), and (C) above.

\*\*Professional experience does not include clerical, secretarial or receptionist duties.

#### **SPECIAL REQUIREMENTS:**

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

#### **RESIDENCY REQUIREMENT:**

Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

**Send Civil Service Application to:**

MONROE COUNTY DEPARTMENT OF PUBLIC HEALTH  
111 WESTFALL ROAD - HUMAN RESOURCES RM.752B  
ROCHESTER, NY 14620

**Posting Date:** March 27, 2014

**Posting Deadline:** April 11, 2014

\*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.